

Architectural Review Submittal Information

Updated April 2024



Per the Community Rules and Regulations, each and every proposed exterior modification/addition to homes or lots requires prior approval of the Architectural Review Committee (ARC).

Modifications / Additions NOT requiring approval of the ARC:

1. General shrub or flower plantings (unless part of a major landscaping project)
2. Irrigation systems

For all other modifications / additions, the process is as follows:

1. The applicant / homeowner shall obtain the Architectural Approval Form (BethesdaOaks.com) or contact Property Matters Realty (PMR) via ldyer@propertymattersrealty.com or 704-861-0833 to obtain the form.
2. The applicant completes the form and provides all necessary documentation as requested on the form and submits all paperwork to PMR. The paperwork can be submitted via email or postal-mail to PMR. Any documents mailed shall be sent to:

Property Matters Realty | PO BOX 158 | Gastonia, NC 28053

3. PMR will review the submission for completeness and verify that all necessary paperwork has been provided by the applicant.
4. Once PMR has confirmed that all necessary paperwork has been provided, they will email the submission to the ARC for review in accordance with the Community Rules and Regulations.
5. PMR emails reviewed submissions with all submitted paperwork to ARC for their review.
6. The ARC will review the submission and provide their response to PMR via email.
7. PMR will then notify the applicant of approval or denial. If the request is denied, reasons for denial will be provided in the response to the applicant.

Additional Information:

- There is no pre-approved plant or tree list.
- For any questions on the process, submissions, etc... please contact PMR.
- The review process may take a maximum of 45 days. If the homeowner has not received a response from PMR within 45 days, the homeowner should contact PMR. No response from PMR or ARC does *not* grant approval. Additionally, the homeowner may request that the review process be expedited. However, PMR and the ARC are not obligated to meet any urgent review times.